Procurement Process Update

Procurement Guidance

## Overview

In this issue, you can find:

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- **High-level Overview of the Supply Chain Management (SCM) Council**
- **Review of the Procurement Working Group (PWG) Accomplishments**
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Progress Report on P2P Process

Since January 2007, the average number of days to process a procurement request has decreased by more than 30%. This reflects the efforts made by the IT Infrastructure Partnership to address bottlenecks in the P2P process.

The graph shows the average number of days it takes for a request to:

- *complete processing in the eVA system*
- *complete processing in the Northrop Grumman (NG) system and initiate a purchase order (PO)*
- *result in a customer receipt of goods*
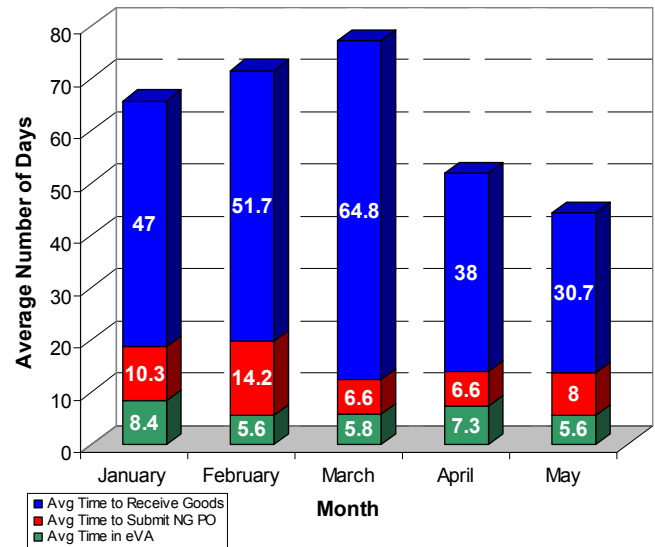
While progress has been made, there are further opportunities for improvement in the P2P process. The Partnership is deploying an online service catalog for standard commodities, as well as adding personnel, to enhance process performance.

High-Level Overview of the SCM Council

In July 2007, the SCM Council will launch, performing work similar to that of the IT Infrastructure Partnership Procurement Working Group. The SCM Council will provide a forum for regular advice and feedback from SCM on current SCM processes and services, ultimately helping VITA better serve state agencies and other public bodies. In addition to Agency IT Resources (AITRs), the SCM Council is seeking senior representatives from agency procurement management and from other public bodies. The scope of the council will include all SCM processes and services, including enterprise strategic sourcing, IT contracting, purchasing and supplier management. As it becomes available, more information on the SCM Council will be provided to customer agencies.

Review of PWG Accomplishments

The Procurement Working Group was initiated to resolve issues raised by the customer community surrounding procurement. To date, the PWG has closed 113 out of 124 action items; a closure rate of 91% on actions related to procurement issues. As the PWG transitions its role to the SCM Council, we highlight the following accomplishments of the Procurement Working Group:

Increased Visibility into Procurement Process and Issues

- *Stood up SharePoint site to post request status, giving customers ability to track their orders*
- *Established process for notifying AITR and requestor on all eVA orders*
- *Communicated monthly to AITRs on issues, changes, and accomplishments for dissemination to appropriate personnel within their agencies*

Recommended Escalation & Urgent Procurement Processes

- *Escalation process utilizes the Customer Account Manager (CAM) and Agency Performance Manager (APM) as the conduit for issues affecting customer agencies*
- *In the urgent procurement process, AITRs designate a request as urgent, and establish the target timeline for resolution*

Suggested Improvements & Changes in Other Areas of the Partnership

- *Improvements made to expiring contracts process, reducing number of renewals and potential for lapse in services*
- *IT Goods and Services Commodities List reviewed to validate scope and clarify equipment types (this document posted to VITA web site)*
- *Procurement goods receiving process improved & clarified, facilitating receipt of deliveries*

Contact Information and Useful Links

Northrop Grumman procurement inquiries: vitapo@ngc.com

Northrop Grumman IT asset management: ITAssetManager@ngc.com

VITA procurement inquiries: evaorders@vita.virginia.gov

Hardware or software contract questions: AskNGContracts@ngc.com

Mailing or faxing packing slips: Terrance.Milo@ngc.com or FAX 804-371-2192

Desktop, laptop, tablet and printer standards:
http://www.vita.virginia.gov/itpartnership/documents/laptopDesktop_standards.pdf

Summarized desktop, laptop and tablet standards with cost information:
http://www.vita.virginia.gov/itpartnership/documents/PCofferings_070509.pdf

Latest procurement update (listed under "Documents"):
http://www.vita.virginia.gov/itpartnership/updates/documents.cfm

Procurement shipping status (this requires a DITLAN or COV account; contact VCCC if you don't have an account or if you're unsure):
https://wss.vita.virginia.gov/pmo/pmodashboard/scd/CM/Procurement/PRAdmin/default.aspx